

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: SUBRECIPIENT FISCAL MONITORING TRAINING WORKSHOP

This is to announce the Capacity Building Unit (CBU) of the Workforce Investment Division will provide a new training workshop on Local Workforce Investment Area Subrecipient Fiscal Monitoring. This one-day session is designed for both Local Workforce Investment Board and One-Stop operators new monitors and those with some experience in Workforce Investment Act subrecipient fiscal monitoring.

The course will review the scope of monitoring, including the process, components, types and methods. The workshop will also focus on types of costs, cost allocation/cost pooling, understanding a contract and how to develop/customize a monitoring guide. Before the day is over, we will also share with attendees a special section entitled "Where to Focus your Efforts." In keeping with CBU training guidelines, attendees should dress casual, and also plan to actively participate in this fast-paced training session.

Workshop attendees upon completion will be able to:

- List and discuss at least five elements of the scope of fiscal monitoring
- Describe the process, including the five activities, of fiscal monitoring
- List which accounting systems need to be tested during an on-site visit
- Describe all of the components of an audit trail
- Identify the nine correct administrative cost functions
- Determine which Office of Management and Budget (OMB) Circulars are appropriate for which type of agency being monitored

If you are interested in hosting this workshop please contact Don MacMillan via e-mail at dmacmill@edd.ca.gov, or by phone (916) 654-8308.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division